

FUTURES

KIDY



POWER

KNOWI

Introduction

One thing you will notice as you go on to high school is the need to think of the future and to plan ahead. You will have a choice of options and programs and you will have a chance to talk to guidance counsellors about what you want to do with your life.

After all, a man spends 40 years or more in the working world. For the modern woman, a career is more than just a bridge between school and marriage - a married woman now may well work for 25 years (before and after raising a family). A single woman may work all her life. To ensure that your working life is a full and happy one, you need to equip yourself with the best possible job qualifications.

Many students look for a job when they finish secondary school. Others may decide to travel for a year. One of every two high school graduates now chooses

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some form of education after high school in order to develop more knowledge and skills and improve job opportunities. Degrees and diplomas are required for many occupations and professions.

Learning, of course, is more than just job training. Knowledge is power - an increased awareness and understanding of yourself and of the world you live in. Finding out what you are good at and learning to do it well are basic to self-knowledge. But it makes good sense to keep your eye at the same time on job possibilities in your field of interest.

After High School What?

Your questions about planning for your future are important. And there are several ways to find realistic answers.

a) Guidance Counsellor

Counsellors and placement officers advise you to consult them while you are at high school. They are skilled in assessing students' abilities, the job market and courses of study available.

b) Books

There is a great variety of pamphlets, brochures, and other printed material describing careers. High school guidance services usually have a good selection of literature and you're welcome to drop in and browse. The list of publications on the back page should give you some ideas about information that is available.

c) People in the World of Work

If you have the opportunity, check as well with someone in the field to get first-hand information. For instance, if accounting interests you, talk to an accountant about training and working conditions. But you are the one who has to decide some pretty basic facts about yourself. Thinking out answers to the following questions should help you to decide about your future.

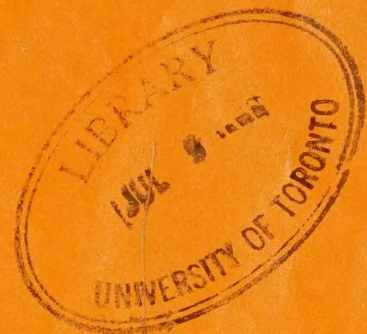
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Questions to Ask

1. *What activities do I like best, both in and out of school?
What are my best subjects at school?
What jobs have I read about that seemed interesting?*

The answers will help you to focus on a career area - that means, not a specific career necessarily but a general field where there are all sorts of different job possibilities, according to your particular talents.

For instance, are you interested in health and medicine? You might become a dentist or a medical records librarian. An interest in the food and hospitality field might lead to a position as a hotel manager or a dietitian. You may prefer to be a top-notch technician, or a competent office employee, or a successful sales person.

Try to avoid pinning a particular job label on yourself for as long as you can. In the 1970's it is more important to train for a general career area than for a specific job. Besides developing your knowledge and personality, your studies should be teaching you skills that may be useful in many jobs in many fields.

2. *What subjects must I take at high school to prepare myself?*

Once you have chosen a career area you find interesting, you need to know what subjects to take now so you are adequately prepared for courses after high school. It would hardly make sense to choose nursing without having several science credits, or to choose radio and television arts without a good standing in English or to decide on teaching without knowing that it now requires a university degree.

High school guidance offices usually have booklets from various institutions outlining the academic requirements needed for entry into specific courses, programs, and occupations.

3. *Where can I learn the skills and acquire the knowledge for my career?*

University is not the only choice after high school. You may opt for apprenticeship training after obtaining 14 high school credits or you may decide to attend a community college after achieving 27 credits (Grade 12). There are also nursing schools, agricultural colleges, business schools, private trade schools, accountancy courses and medical technology programs. Ryerson Polytechnical Institute in Toronto offers a great variety of courses including journalism, home economics, interior design and engineering technology. Other special schools include the School of Optometry at the University of Waterloo, the Veterinary College at the University of Guelph and the Ontario College of Art in Toronto. Following are the general admission requirements at some of the different types of post-secondary institutions. Interested students should check an up-to-date copy of Horizons in the guidance office for the most recent information on subjects required for the programs of their choice.

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4. How long will I need to study?

It's important to keep in mind that some careers require longer periods of training than others. If you're not genuinely fond of studying for instance, it would be unwise to consider becoming a doctor - a career requiring a total of seven years' work at university and medical school. Let's take an example of a "career area" to show the different types of training available and, how long each takes. Suppose you are interested in building or mechanics or electronics; you could become an engineer. Almost all universities in Ontario offer degrees in engineering that require four years of study. Community colleges have courses for engineering technicians and technologists who are assistants to professional engineers. This training takes two or three years.

If academic work doesn't appeal to you very much, an apprenticeship in one of the construction trades might be more suitable. For instance, an apprenticeship training program for brick and stone mason tradesmen takes three and a half years but there is both on-the-job training and classroom work at a community college.

5. How much money will my training cost?

After high school, there are many extra costs to be considered in your education.

i) *Tuition Fees:* For most post-secondary training, you must pay the university, community college or school. These fees vary from \$250 to \$300 per year for community college programs to more than \$600 a year for university programs. An apprentice in a trade has his tuition fees paid for by the federal and provincial governments, as long as he is a full-time student.

ii) *Living Expenses:* Although many students live at home while attending college or university, this is not always possible. Those who live in university residences pay \$850 to \$1,200 a year for room and meals. Many live in rooming houses or in student co-operative houses or off-campus apartments. You should allow \$15 to \$20 a week for room and another \$15 to \$20 for food per week. Many students attending community colleges usually live at home.

iii) *Other Expenses:* College and university students may need to consider transportation costs, either bus or car pool; book costs of about \$150 per year; a student activity fee; and about \$10 a week for everyday expenses.

Therefore, counting books and tuition and living expenses, the annual costs can vary from a bare minimum of \$600 for a student attending a local community college and living free at home to more than \$2,000 for a student attending university and living on campus or in a rooming house.

6. What happens if I want to go to university or college but my parents can't afford to send me?

Many students now attending university or college would have been unable to do so 20 years ago because of the costs. Now, students with ability are able to continue their education with the assistance of scholarships, loans and grants.

i) *Scholarships and Bursaries:* Most universities have entrance scholarships for a few students with outstanding academic ability. Industrial and veterans' organizations, and service clubs and



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associations such as Kiwanis and Rotary offer some scholarships and bursaries to high school graduates who are excellent in certain subject areas.

ii) *Ontario Student Awards Program (OSAP)*: About two out of every five students pursuing full-time studies after high school receive financial help through Canada Student Loans and grants from the Ontario Government. The assistance can range from \$50 to \$2,000 or more for a year of study, depending on your actual educational costs and your family's income.

iii) *Secondary School Bursaries*: For promising students who need financial assistance to complete their final year (either Grade 12 or Grade 13) provincial bursaries of \$100 may be available on the recommendation of your principal or guidance head.

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Universities

Ontario has 16 universities, including the Royal Military College of Canada, which offer a wide range of degree and professional programs. Currently, students wishing to enter bachelor degree programs (first university degree) must have an average of 60% or better in a selection of subjects (Grade 13 level). Universities will usually give preference to students with high standing rather than those with a borderline average. Professional courses such as architecture, medicine, law and dentistry, where there is keen competition for places, may require a student to have an average of at least 70%. Students planning to go to university can also expect to write a series of achievement and aptitude tests given through the secondary schools.

You can learn more by visiting a university with a group of students from your school. Also representatives of the different universities visit high school districts all across Ontario to talk to students, teachers and parents about the facilities and programs offered at their institutions. A representative of the Ministry of Colleges and Universities will visit secondary schools on request to speak to students about financial assistance programs. You can ask about these visits while you are attending high school.



University is not the only choice after high school.

Ryerson Polytechnical Institute, Toronto

Ryerson is the only polytechnical institute in Canada. Its graduates qualify for degrees, diplomas and certificates in a wide variety of programs.

In general, a Secondary School Graduation Diploma (Grade 12) is required for admission, with a good standing in certain subjects, depending on the program you apply for. Secondary School Honours Graduation Diploma (Grade 13) is necessary for admission to courses in interior design, journalism, and radio and television arts. Degrees are now offered in these courses, and in the home economics program, but there are only limited numbers of places available, so preference is given to students with better grades.

Colleges of Applied Arts and Technology (CAATs)

Ontario has 22 community colleges with more than 60 campuses in all parts of the province. The colleges of applied arts and technology train you for particular jobs in business, technology and applied arts and almost all their graduates find employment. Certificate and diploma programs may be one, two or three years in length. Apprenticeship and manpower retraining programs are also offered at the CAATs.

It is not the purpose of community colleges to prepare students for university, although a few promising graduates from colleges of applied arts and technology are accepted each year into related university programs.

The Secondary School Graduation Diploma (Grade 12) is the minimum requirement for admission to most community college diploma programs. However, a higher standing in certain subjects may be required for the three-year programs in particular. For further information, consult the CAAT calendars in the guidance office or arrange to visit a community college in your area.

Ontario College of Art

The Ontario College of Art offers four-year programs in the fine and applied arts leading to the Associate OCA diploma. Many OCA graduates work in design and commercial art firms. Applicants must have at least the equivalent of the Ontario Secondary School Graduation Diploma (Grade 12), and must pass the college admission test with good standing.



**Royal Military College of Canada,
Kingston**

RMC is basically a military college to educate and train engineering and other officers for the Canadian Armed Forces. Students who wish to attend must be male Canadian citizens between the ages of 16 and 21, single, physically fit, and must have successfully completed a Secondary School Honours Graduation Diploma (Grade 13) with mathematics and science. Financial support through the Regular Officer Training Plan is available for promising students. Officers from Recruiting and Selection Units are pleased to provide you with details of the many career opportunities for young men and women in the Canadian Armed Forces.



Industrial Training

Information on careers in industry is available from your high school counselors, from Canada Manpower Centres, from the local offices of the Industrial Training Branch, and from the unions and associations of various trade groups.

Often employers and the unions will consider applicants who have two or three years more than the minimum education demanded by regulations governing certain trades. Also, if you obtain in high school the algebra, geometry, trigonometry, chemistry, physics, and other subjects related to or necessary for a trade, this will increase your chances of acceptance, reduce your trade training time considerably, and qualify you for higher pay more quickly. Apprentices attending full-time courses are eligible to receive travelling, tuition, and living expenses in addition to their regular pay.

From time to time, short-term training programs are sponsored by the federal and provincial governments. Many of these are on-the-job programs, but they include some classroom work. Depending on the skills to be learned, they may last from one month to one year. Short-term training is available in a wide range of occupations. Sewing machine operators, textile workers, miners, woodworkers, aircraft fitters, lathe operators, foundry workers, welders, furniture makers, food processors, and leather cutters are a few of the craftsmen who receive this type of training and earn while doing so.



Career Ideas

The following diagrams indicate the basic “career areas” and some of the common occupations within them - also some unusual ones to stimulate your imagination!

A special word to girls: In the present century, women no longer consider that the only career open to them is in the home. More women are working for a living than ever before and not just in traditional service careers such as secretarial and nursing. Each year there are more women doctors, dentists, lawyers, professors, scientists and executives, so don't avoid what you think might be an interesting career simply because it has not been considered "suitable" for a girl in the past. You may have to work harder to win recognition and equal pay, but the object of your education is to make the most of your own individual talents.

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Categories

Social Sciences

Child-Care Worker
Lawyer
Librarian
Policeman/Policewoman
Private Investigator
Psychologist
Recreation Leader
Religious Worker
Social Worker
Teacher
Town Planner

Science

Agrologist
Archaeologist
Astronomer
Botanist
Cartographer
Chemist
Engineer
Forester
Geologist
Meteorologist
Ornithologist
Physicist
Zoologist

Health

Dental Hygienist
Dietitian
Medical Laboratory Technician
Medical Record Librarian
Occupational Therapist
Optometrist
Pharmacist
Public Health Nurse
Surgeon
Veterinarian
X-Ray Technician



Communication and Creative Arts

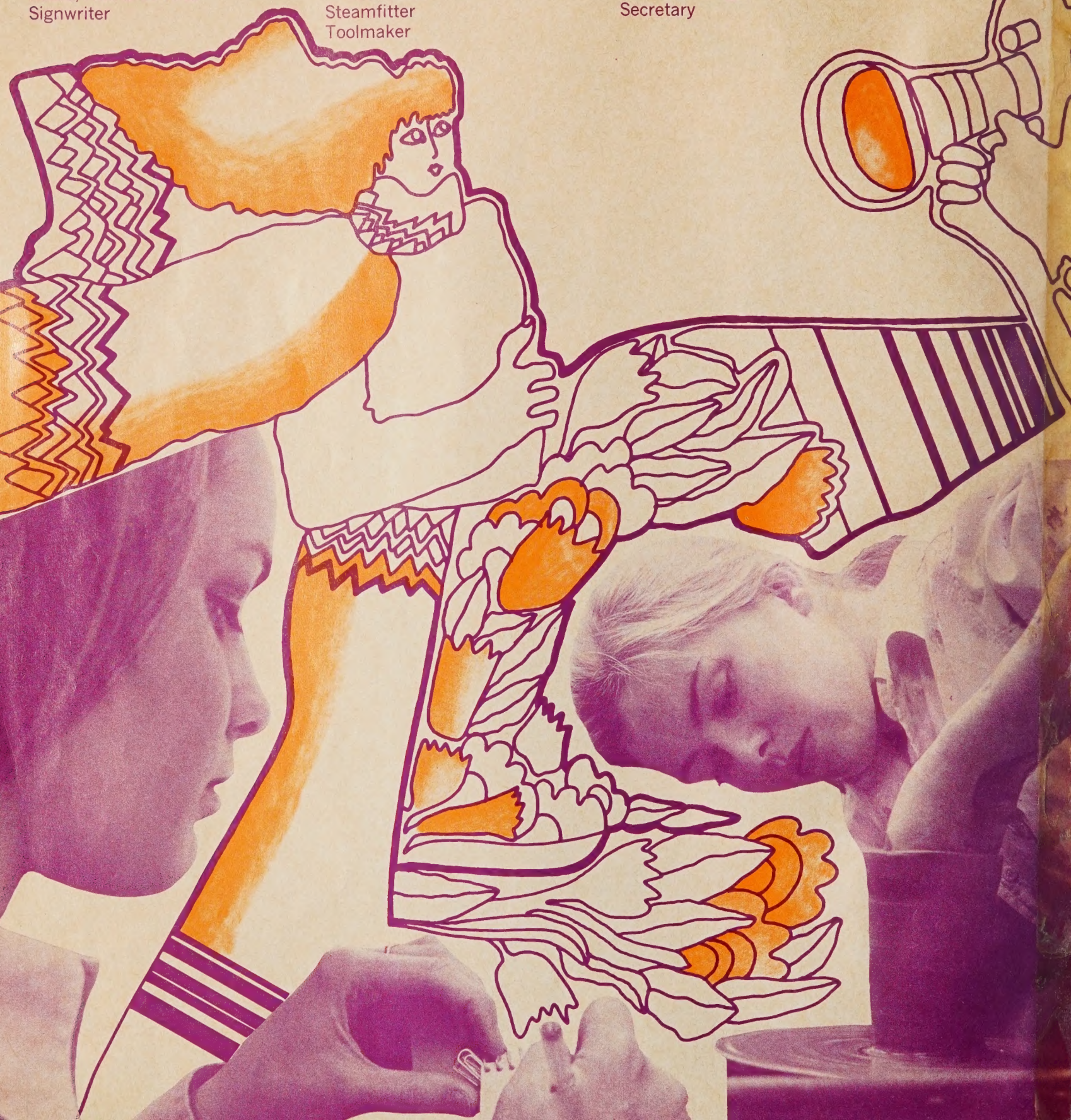
Actor / Actress
Advertising Copywriter
Architect
Fashion Designer
Florist
Graphic Designer
Interior Designer
Landscape Architect
Newspaper Reporter
Photographer
Radio, Film & TV Arts
Signwriter

Trades

Brick & Stone Mason
Carpenter
Chef
Electrician
Hairdresser
Industrial Mechanic (Millwright)
Motor Vehicle Mechanic
Plumber
Radio & TV Service Technician
Refrigeration & Air Conditioning
Technician
Steamfitter
Toolmaker

Business and Office

Accountant
Actuary
Banking
Bookkeeper
Cashier
Computer Programmer
Court Reporter
Draftsman
Insurance Agent
Personnel Administrator
Real Estate Agent
Secretary



Helpful Publications

Career Selector
Women's Bureau
Ministry of Labour
400 University Avenue
Toronto, Ontario

University and Community College
Career Outlook Booklets
Manpower Information and Analysis
Branch
Program Development Service
Canada Department of Manpower and
Immigration
Ottawa, Ontario

Trade Pamphlets and Apprenticeship
Information
Ministry of Colleges and Universities
Industrial Training Branch
400 University Avenue, 2nd Floor
Toronto 2, Ontario

Horizons
Ministry of Colleges and Universities
Mowat Block, Queen's Park
Toronto, Ontario

Spectrum (\$1.50)
Guidance Centre
College of Education
University of Toronto
1000 Yonge Street
Toronto, Ontario

Careers Updated (\$1.50)
Ontario Education Research Council
1260 Bay Street
Toronto, Ontario

Occupational Information Monographs
(25¢ per single copy)
Guidance Centre
College of Education
University of Toronto
1000 Yonge Street
Toronto, Ontario

The drawing on the cover is a palmistry diagram from 17th Century France. While some still look to the stars and palm-reading for their future, we have prepared this booklet to help you determine without fortune telling, your own future.





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PROVINCE OF OPPORTUNITY

Ministry of Colleges and Universities
Hon. Jack McNie, Minister
H. H. Walker, Deputy Minister